



DEPARTMENT OF THE ARMY
CAMP ATTERBURY JOINT MANEUVER TRAINING CENTER
PO BOX 5000
EDINBURGH, INDIANA 46124-5000

CA-DPTMS-MOB

29 October 2010

MEMORANDUM FOR Mobilizing/Demobilizing Units

SUBJECT: CAJMTTC Demobilization

1. **Purpose.** To outline responsibilities and prior planning needed to demobilize at Camp Atterbury.
2. **Requests for Alternate Demobilization Site.** Mobilized units will demobilize from the installation from which they mobilized, however requests to demobilize from an installation closer to its home station are often favorably acted upon. Such requests should be routed through 1st Army. Forms for this request are available from POC in paragraph 21. All members of a unit will demobilize at one installation to include CRC fillers.

3. **Model Timeline.**

<u>Redeployment Date (R-Day)</u>	<u>Unit Action</u>
R-60	Submit CAJMTTC Redeploying Unit Info IAW Paragraph 20 And also the Unit Redeployment Roster
R-10	Confirm flight information
R-3	Unit ADVON reports to Camp Atterbury
R Day	Arrive Indy Airport, Bus to Camp Atterbury
R+1	Demobilization Briefings 7-8 hrs (0700, Bldg TBA)
R+2	Medical Processing BLDG 342 / Dental Screenings (0700)
R+3	RSRP BLDG 341 (0730)
R+4	Finish RSRP BLDG 341 / Logistic Issues BLDG 432
R+5	Safety Briefing, Distribute DD 214 and Orders, Travel to Home Station
R+6	Home Station Activities – Unit Commander Driven
R+7	Home Station Activities, Begin Transitional Leave

4. **ADVON Responsibilities.** Advance parties are not mandatory. If planned, advance parties should arrive approximately three days prior to the main body. Their duties include:
 - a. Verify the unit's redeployment schedule with G-1, Bldg 341
 - b. Deliver any additional medical records (awards/LODs/etc), Bldg 342
 - c. Sign for billets at Building 433 DOL Office, Bldg 432 (812-526-1499 ext 1486)
 - d. Coordinate with the ITO for personnel and baggage transportation to home station and/or home of record. Submit a unit roster to Bldg 516 upon arrival (812-526-1499 ext 1436 DSN 569-2436)
 - e. Coordinate with JFHQ/RRC for any desired VIP visitation.
 - f. Coordinate with CAJMTTC deputy commander for welcome home ceremony if desired.

- g. Deliver Signature Card and Assumption of Command to BLDG 3 POC is Christine Anderson, 812-526-1485, DSN 569 2485)

5. **Airport Restrictions.** Families are prohibited from being at the Indianapolis International Airport. This policy is in place because of security restrictions and facilities do not exist to provide family members shelter, concessions, or restrooms at the airport; and is strictly enforced by the US Customs Service.

CAJMTTC policy is to immediately bus soldiers and equipment from the Indianapolis International Airport to the post upon arrival of the demobilizing unit. Families are encouraged to work with their family support groups and unit stay behind personnel to coordinate an appropriate welcome at Camp Atterbury and not the airport. Movement from the airport will be coordinated by the installation transportation office to include military police support when necessary to transport weapons.

6. **LOD'S.** Unit Commanders are required to complete a LOD (DA 2173) if a soldier incurs an illness/injury in the line of duty. Soldiers injured while on active duty are required to have a physical exam during demobilization at Camp Atterbury.

7. **Leave.** The following items are needed 30 days prior to arrival. These items must be separated by unit:

1. Leave Logs-Units are required to maintain a leave control log. In the absence of a Leave Control Log, the commander/OIC will have to certify, in writing, the leave taken by soldiers. In the absence of individual DA Forms 31, the commander must verify that no leave was taken.

2. PDMRA Calculations for all qualifying soldiers-The calculations will be enclosed with an MFR and an enclosed roster of names from each unit commander. The memo will basically state that the commanders are authorizing PDMRA leave and the calculations are exact. (PDMRA POC 812-526-1499 ext 2143)

8. **UCMJ.** Commanders must complete all pending UCMJ and legal actions prior to returning for demobilization. Failure to complete such actions could result in the accused and his or her command structure being retained at Camp Atterbury until completion of the UCMJ action, even if it continues past the demobilization date. Units must report any pending actions immediately upon start of demobilization. Pending UCMJ issues originated while in the DEMOB Process on Camp Atterbury will remain with Camp Atterbury Holding Company. (Holding Co POC 812-526-1499 ext 2087 / DSN 569-2087)

9. **Personnel Files.** Please do not bring medical, dental, or personnel records. Please do bring LOD's awards or any accumulated documents since coming on Title 10 orders. Complete all awards and OERs/NCOERs prior to returning to the demobilization station. Completed awards will be annotated on the DD 214 prior to the soldier departing Camp Atterbury. Soldiers must present documentation to have items added to their DD 214.

10. **Individual Fillers / Replacements.** Individual Replacements or Fillers from alternate Mob sites, including CRC Ft Benning do not need to have their original TCS orders amended. The unit 1A orders the soldiers are attached to will override and they are authorized to demob with the unit. For any requests on individual change of demob, please submit a list of Personnel with Name, Rank, SSN and mob site to CPT Selking at Douglas.w.selking@us.army.mil

11. **Maintenance.** Units are required to redeploy equipment according to TM-10/-20 PMCS standards. Units will coordinate with losing command (installation or theater) maintenance sites/depots to ensure technical inspections (TI) are performed on all equipment to identify requirements necessary to bring to TM-10/-20 PMCS standards and prepare DA Forms 2404 prior to redeployment. The DA Forms 2404 will be certified by the unit commander or maintenance officer and copies carried back by the unit to the DMS for preparation of requisitions. Requisitions will be submitted to the unit's HS Supply Support Activity (SSA) prior to REFRAD. The certified DA Forms 2404 will serve as a baseline for follow on funding identification of in-transit damage. Follow-on equipment will be managed by Camp Atterbury DOL for return to required standards and return to Unit/HS.

12. Supply and Services.

- a. **Class I** – Demobilizing units will mess at King Hall (Bldg 727)
- b. **Class II** – All of the following items (or applicable turn-in documents) must accompany redeploying/demobilizing units/soldiers.
 - 1) ACUs- Current guidance is that each soldier deployed for >180 days will retain all ACU shirts, trousers, headgear, t-shirts and all footwear. Soldiers deployed <180 days are to turn in 3 ACU shirts and 3 ACU trousers to the CAJMTC during DEMOBE/REFRAD.
 - 2) CDE/IPE- Coordinate turn in of all CDE/IPE or turn-in documents from theater in bldg. 3 (ext. CDE POC 812-526-1499 ext 1126 / DSN 569-2126). Special order JSLIST will be retained by soldiers.
 - 3) CIF/OCIE/TA-50- All OCIE/TA-50 issued by Camp Atterbury or other MOBSTA will be laterally transferred to the mobilized unit in bldg. 432 (CIF OIC 812-526-1499 ext. 1238 / DSN 569-2238) except SAPI plates and vests. SAPI plates and vests must be turned in during DEMOB.
- c. **Class III** – The fuel point at Building 3 is open from 0730-1600 hrs daily.
- d. **Class IV** – n/a
- e. **Class V** – Coordinate turn in of all ammo/pyrotechnics or turn-in documents at the Ammunition Supply Point (ASP POC 812-526-1499 ext. 1129 / DSN 569-2129).
- f. **Class VI** – n/a
- g. **Class VII**
 - 1) Units conduct 100% inventory of deployed/mobilized equipment.
 - 2) Identify shortages and/or excess against peacetime MTOE authorization and submit Financial Liability Investigation of Property Loss (FLIPL) or other adjustment documents IAW AR 735-5.
 - 3) FLIPL will be processed through peacetime chain of command.
 - 4) All peacetime MTOE shortages identified will be placed on requisition by Camp Atterbury.
 - 5) All containers, both NGB and USARC will go through the mobilization station site before going to home station. 1A mobilization stations are required to recover all items purchased with GWOT and/or CONOPS funds. Additionally, any equipment issued from the Mob Station will be recovered as well. NGB unit's Weapons, Commo, NVG's (TAT) etc. will be shipped to a destination designated by the NGB and will not get technically inspected at the mobilization station.
- h. **Class VIII** - turn in all NAAK/CANA or turn-in documents from in theater to in building 433 (NCOIC POC 812-526-1499 ext 1124 / DSN 569-2124).
- i. **Class IX** – See paragraph 11.

13. **Medical / Admin Hold.** Soldiers with pending medical or administrative issues may be required to remain at Camp Atterbury and will be assigned to Camp Atterbury Holding Company after the main body departs and until issue is resolved. Pending UCMJ issues originated while in the DEMOB Process on Camp Atterbury will remain with Camp Atterbury Holding Company.

14. **Immunizations.** Vaccinations administered in theater and properly documented on SF 601, PHS 731, or in MEDPROS will be accepted during the demobilization process. Tests for tuberculosis (PPD) must have occurred within 30 days of returning CONUS to be valid. All soldiers will be screened for HIV during demobilization.

15. **Early REFRAD.** Soldiers may be returned from theater to REFRAD prior to their unit's demobilization date due to ETS, emergency situations, medical conditions, or legal/personnel actions. A release letter signed by the first 0-6 in their deployed chain of command is required in order to be processed for an early REFRAD. Soldiers arriving for early REFRAD will check in with the USO office at the airport, who will coordinate their transportation to CAJMTC and report to the Holding Company at Building 509. The holding company will give follow on reporting times and locations. Administrative actions should be completed prior to returning a soldier to the demobilization station. The soldier must return with all equipment issued by Camp Atterbury CIF as well as their mobilization packet and release orders from the appropriate order issuing authority.

16. **Privately Owned Vehicles.** POV's are not authorized for use on Camp Atterbury during the DEMOB process. The Camp Atterbury Transportation Section will coordinate transportation while on Camp Atterbury and for units and individuals to return to the home-station from which they were mobilized.

17. **Alcohol.** IAW 1A policy, alcohol is prohibited during the demobilization process

18. **Operation Warrior Trainer (OWT).** OWT is a 1st Army initiative to retain select Army National Guard and Army Reserve NCOs and Officers with recent combat experience to serve as Observer/Controller-Trainers, OPFOR, and civilians on the battlefield. Soldiers will be employed at mobilization stations to train and prepare other mobilizing RC forces for deployment. Tours are one year in length. For more information contact: SFC Timothy Lyttle at 812-526-1798 Email: timothy.lyttle@usar.army.mil

19. **Unit Status Reports.** USR's are a requirement to be completed while at Camp Atterbury. Only units with UIC ending in 'AA' are required to do so.

20. **Redeploying Unit Info.** Units will submit the following information via SIPR 60 days prior to its redeployment date.

- a. Unit Name and Home station address
- b. Expected arrival date, ie; late mar, early dec, mid jan
- c. Advanced Party
 - 1) Y / N
 - 2) Expected arrival date
 - 3) Number pax
- d. Number of male soldiers redeploying with unit
- e. Number of female soldiers redeploying with unit
- f. Chain of Command
 - 1) Commander / NIPR / SIPR / DSN / CONUS Cell #
 - 2) Senior NCO / NIPR / SIPR / DSN / CONUS Cell #

- g. Home station and home HHQ,
- h. where deployed to ? What FOB etc
- i. combat activity; IE # of PH,
- j. significant events while deployed; IE MEDEVAC from theater etc.
- k. deployed HHQ
- l. unit mission while deployed and was this their organic mission; IE Infantry doing a Transportation CO mission.
- m. any other pertinent information

21. Contact Information.

- a. Coordinating Officer for Demobilization Activities: 1LT David Bryant
- b. E-mail
 - 1) NIPR: david.bryant6@us.army.mil
 - 2) SIPR: david.bryant2@army.smil.mil
- c. DSN
 - 1) Demob Action Officer: 312-569-2602 (DSN), 812-526-1602
 - 2) Mobilization Planner: 312-569-2600
 - 3) Operations NCO: 312-569-2601

DOUGLAS SELKING
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Mobilization Planner